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ES 77-12

Executive Registry
77-2022

11 August 1977

MEMORANDUM FOR: See Distribution

SUBJECT : Preparation of Briefing Materials for the DCI

1. As you know, Admiral Turner will be on leave until 19 August. He has requested that important materials we may wish to call to his attention be pouched on 17 August for his reading while returning from the West Coast. [redacted] and I will assemble, and you should be advised that rather than receiving a large bundle of correspondence, he will be furnished copies of the DCI Daily Journal, as well as Minutes of the Morning Staff Meeting, annotated as appropriate.

STATINTL

2. Topics which are not time urgent should be reported on in accordance with the attached guidelines for a briefing book. We will assemble here and provide for his weekend reading (20-21 August). Contributions are due here by COB 19 August for Mr. Blake's review.

STATINTL

[redacted]

B. C. Evans
Executive Secretary

Attachment

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ES/BCEvans:sk
Ea as above
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Preparation of Briefing Books for the Director and Deputy Directors

1. As a general rule, we should not report in the briefing book on items which will be presented to them separately, such as minutes of the Morning Meeting, intelligence publications, correspondence, cables, etc.

2. We should include a brief, concise, up-to-the-minute statement about significant things that have happened during their absence about which they should be made aware as promptly as possible. Normally, if we refer to correspondence, it should be summarized rather than enclosed. There may, of course, be exceptions. Some events may not lend themselves to adequate coverage in the briefing book. In this case, it might be desirable to include enough to alert them and follow up with a fuller briefing at their earliest convenience or submit a fuller memorandum. Trivia or routine things about which they have no need to learn promptly, if at all, should not be included.

3. As to format, the briefing book will include exactly what is served up. In order that the total package may have some uniformity, material should be prepared on 8 x 10 1/2 paper suitable for insertion in a three-ring looseleaf notebook.

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